

Earth Summit Steering Committee Minutes  
June 12, 2008

**Members Present:** Ann Piasecki, Doug Kasper, S. Sheila Kinsey, Sr. Rosemary Burian, S. Jean Ford, Suzie Broomes and Mary Marzano (via conference call).

S. Sheila led the group with a reflection on Earth

**Ann:** Informed the group that the event has been downsized tremendously and a draft of an outline of the day events would be from 8:00am-6:30pm. She further discussed that there would be beverages in large containers available for all and also the volunteers from both High Schools/Colleges students; food will not be provided, however attendees would be encourage to bring food to picnic on the campus. Ann further explained to S. Jean Ford her responsible for the young adults from both the high school/colleges, that it would great to get them to present an earth environmental types of art and or science projects. Ann also informed the group that she met with her marketing group earlier in the evening and they agree that letters need to start going out to all sponsors and potential exhibitors. At that some meeting she discussed perhaps promoting the event on a marquee, also the Park District has something called e-blast for promoting and positing events, she's thinking of sending them our completed draft. It was agreed that a registration fee should be charged in the amount of \$5.00 and \$20.00 max per family. She also mentioned that Ray Ward believes that we would have enough parking spaces on the campus to host all attendees.

**S. Rosemarie:** She is in the process of getting her letters to parishes and other religious institutions. She also mentioned that with these letters should have a return insert card w/ envelope; this will help us keep track those interested in the opening ritual, volunteering, donations and being exhibitors. She also mentioned that each card should have levels of donations and they would receive something for their donated amounts-the group agreed. She also added that it would be wonderful to have pictures from each site as they host their event at the same time being of the opening ritual. She suggested that a master of ceremonies would be great to have for the opening ritual, the day's event and perhaps volunteering to assist with informing the public where everything is located. It was suggested to S. Rosemary that she send a draft of the text she wanted on the insert cards to Ann and Suzie for final approval. S. Rosemary asked about banner(s) for this event, Paul Johnston and S. Jane Madejczyk names were mentioned as persons who would have contacts. Also Paul's name was mentioned in association with a person to possibly handle setting up the pictures for the webcasting from other sites during the opening ritual. S. Rosemarie asked what actually will be set-up in the Auditorium. S. Sheila and Ann explained that Jack DeRose will be drafting a floor-plan around the promenade to host most of the exhibitors and the Auditorium will host the opening ritual, some presenters, webcast streamline of the day's event and the closing concert and probably banners if they can be done. It was also suggested to S. Rosemarie to contact

Diane Anderson in order to obtain an idea of a budget for flowers to be used in the opening ritual.

**Doug.** He is still going to display his solar oven, Suz will follow-up with him to gather what he needs for the day. However he stated that it seems that the day has been defined to a timeline and not as a free flowing; but he is still very much excited about the upcoming day and was happy to see that a draft of the day's event was scheduled.

**S. Sheila:** Mentioned that she contacted a Keynote speaker (Joyce Johnson Rouse, MA), confirmation is still pending; the same speaker will be used for entertainment. She also confirmed Earth Mama for the closing concert. A draft of the day's event has been created. She will also meet with the New Council members to discuss overtime cost to the building & grounds staff and other related costs and their input to the event. S. Sheila mentioned that a 5-minute DVD of the Wheaton Franciscans was asked to be submitted as part of event planning with the Earth Charter.

**Mary:** Has confirmed that she will be an exhibitor for the event, displaying her raw vegan food with her daughter. She mentioned that they are insured for these types of events and that would enable them give about 30 free samples of their food to the public. (She asked for at least 30 available chairs). Mary also agreed to contact a person from Oak Park regarding a presentation she has seen on Rooftop Gardening. Ann asked Mary if she was interested in assisting CM Mark Krystinak with her list of contacts of food vendors. She agreed to contact her to lend support.

**S. Jean:** She will start drafting letters to the school administrative persons about getting involved for the day's event; she will do it before their summer recess. Also it was suggested that the schools will not be charged together with any non-profit organizations for their participation in the event. Ann mentioned to S. Jean also that Barb Nelson from Sr. Francis High School would be contacting her for direction for the school's involvement.

**Suzie:** It was suggested that presenters will be asked about the length of their presentation, in order to host additional persons in the same room. Signs of each presenter and exhibitor with brief information are posted at each designated area for the public knowledge around the promenade and meeting rooms. Suzie will also be responsible for the receiving the return insert-cards from the parishes and other religious institutions and keep track of their responses and also sending out sponsor letters.

**Theme: Begin at Home**

Since our last meeting a draft of the day's event has been created. Exhibitors and presenters' still need to be confirmed, together with contacts of Churches and sponsors and other individual responsibilities.

**THE NEXT MEETING DATE (TBD), AND WILL BE HELD AT OUR LADY OF THE ANGELS MOTHERHOUSE ON THE CAMPUS OF THE WHEATON FRANCISCANS 26W171 ROOSEVELT ROAD, WHEATON. FOR MORE INFORMATION, CALL SUZIE BROOMES AT 630-909-6635.**